Teachers and Instructors (School Level Program Approval Report)

Log into DEP (see Getting Started instructions) and click on Enter School Data (on the right).

Click on the Edit button in the Action column to the right of your school.

Click on the Edit button in the Action column to the right of the Driver Education Teachers/Instructors form.

The instructions are at the top of the page, and you will scroll down to the area with the buttons that will allow you to enter information and then submit the report.

https://t1pe.doe.virginia.gov/dep/data_entry.do?dowhat=loadInstructors

File   Edit   View   Favorites   Tools   Help

Favorites   Get more Add-ons

Virginia.gov - Home   DEP: Driver Education Te...

Commonwealth of Virginia | Governor

Search Virginia.gov   GO

VIRGINIA DEPARTMENT OF EDUCATION

SSWS Menu >> DEP Home >> School Data Entry >> Enter Data >> Driver Education Teachers/Instructors

Logout

Driver Education Teachers/Instructors

Below is the list of teachers at this school identified with the Driver Education program. Clicking the Edit link in a teacher's row will open the data entry page for that teacher. If a teacher is not in the list, click the Add Teacher/Instructor button to add them to the list.

The list may be sorted as required by clicking the column title for the data element desired. Clicking to title once will sort the list on that item in ascending order, clicking it again will sort the list in descending order.

Once you have provided all of the required information, and checked to make sure the information is accurate, please click the button below marked "Submit to School Division" to complete your submission.

Please note: Once complete; Data Entry Status will change to Complete, you will NOT be able to change the information. Any additional changes must be made by the school division. All update controls will be removed and all Edit links will be changed to View.

Once submitted, each school must print the Approval Report and send it to the Division Superintendent for signature/approval.

Please read and understand the certification text just above the Submit button.

School: APPALACHIA HIGH
‡ indicates column is sortable

Name ‡   Teacher/Instructor Type ‡   Teacher/Instructor License Number ‡   Action

Enter School Data
Enter Division Data
Submit Data to DOE
(+)Administration
Reports

TEST
User Information
Marie Williams
marie.williams
Dept. of Education Staff

Wise County (096)

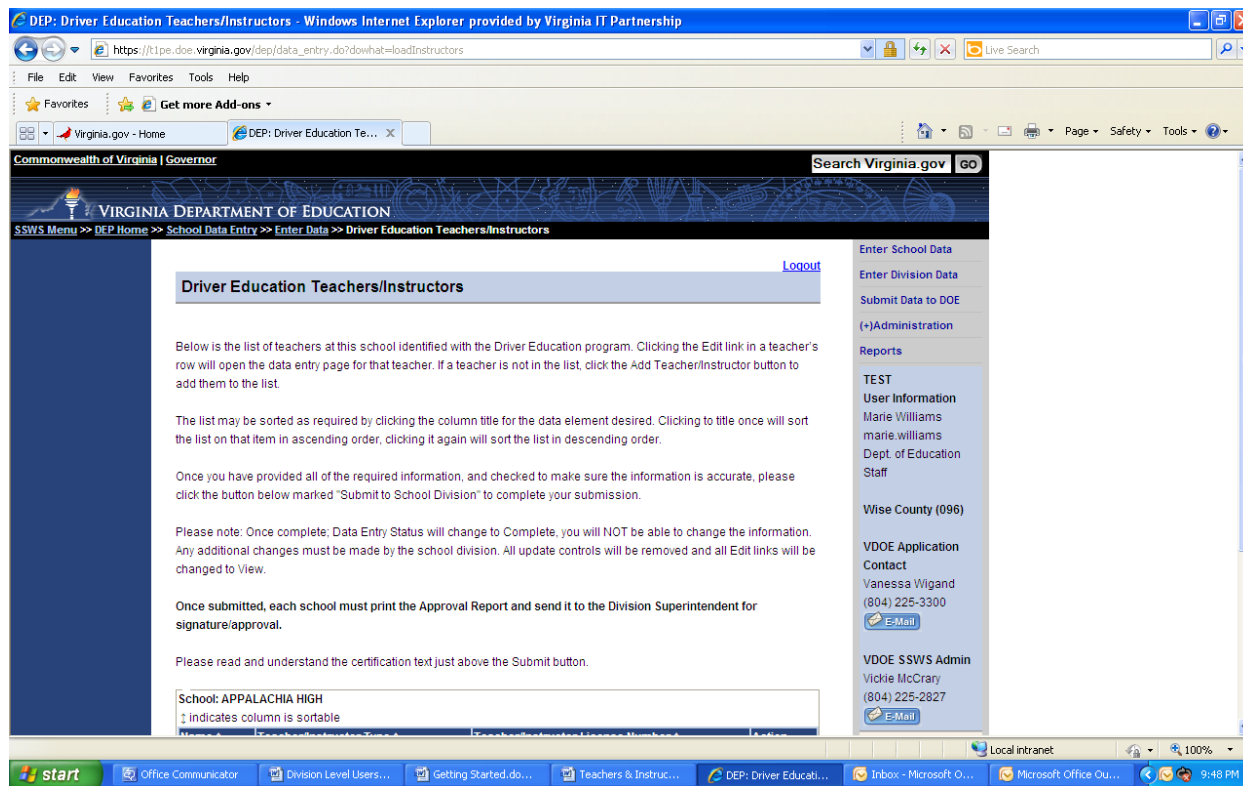VDOE Application Contact
Vanessa Wigand
(804) 225-3300
E-Mail

VDOE SSWS Admin
Vickie McCrary
(804) 225-2827
E-Mail

Local intranet   100%

start   Office Communicator   Division Level Users...   Getting Started.do...   Teachers & Instruc...   DEP: Driver Educati...   Inbox - Microsoft O...   Microsoft Office Ou...   9:48 PM

If DEP has not been used to enter the Teachers/Instructors information before, the screen will appear as shown below. In future years, information you have entered the first year is carried forward and displayed the next year so it can be edited. (New teachers and instructors will be added; teachers and instructors no longer teaching will be deleted.)

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The list may be sorted as required by clicking the column title for the data element desired. Clicking to title once will sort the list on that item in ascending order, clicking it again will sort the list in descending order.

Once you have provided all of the required information, and checked to make sure the information is accurate, please click the button below marked "Submit to School Division" to complete your submission.

Please note: Once complete; Data Entry Status will change to Complete, you will NOT be able to change the information. Any additional changes must be made by the school division. All update controls will be removed and all Edit links will be changed to View.

Once submitted, each school must print the Approval Report and send it to the Division Superintendent for signature/approval.

Please read and understand the certification text just above the Submit button.

School: APPALACHIA HIGH

‡ indicates column is sortable

Name ‡	Teacher/Instructor Type ‡	Teacher/Instructor License Number ‡	Action
		No Data Available	

I certify that the proposed driver education program meets all the requirements for a state-approved program as specified by the Code of Virginia and the Curriculum and Administration Guide for Driver Education in Virginia. I understand that only teachers with a valid Virginia teaching license and an endorsement in driver education may deliver classroom and in-car instruction. Approved paraprofessionals may conduct in-car driver education instruction when supervised by properly-endorsed staff. I understand that students who receive instruction from a teacher without a driver education endorsement will not be eligible for a Virginia driver's license.

Add Teacher/Instructor   Submit to School Division

Start of Page

Marie Williams
marie.williams
Dept. of Education
Staff

Wise County (096)

VDOE Application Contact
Vanessa Wigand
(804) 225-3300
E-Mail

VDOE SSWS Admin
Vickie McCrary
(804) 225-2827
E-Mail

Adobe's Acrobat Reader

Microsoft Excel Reader

Do not submit a blank submission.

3
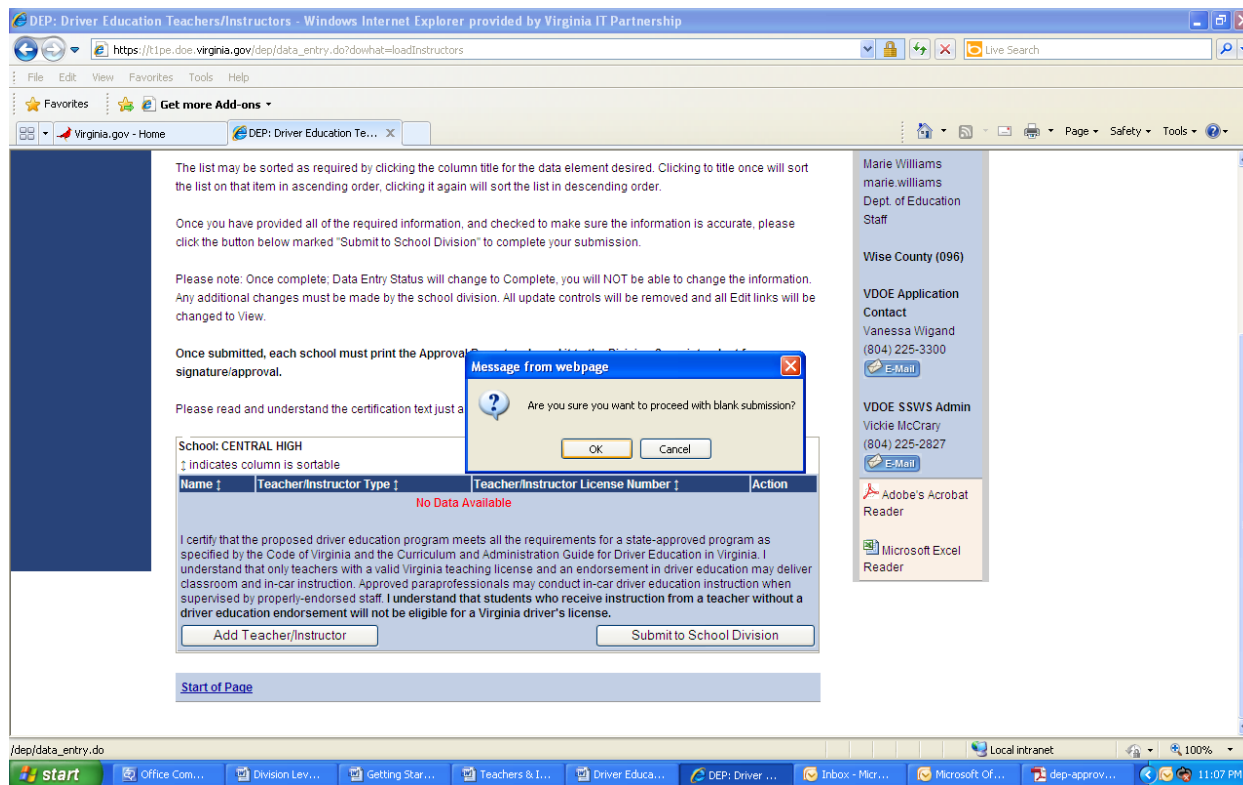
Click on the Add Teacher/Instructor button and enter one teacher or instructor at a time. Do not click the "Submit to School Division" button until you are sure all teachers and instructors have been entered. (Division level staff can make changes until they submit the Division Level Report to DOE. Then it is necessary to contact DOE to open the submission window.)

The top section of the report is shown below. You'll need to scroll down to complete all the information that is required.

First select the type: teacher or paraprofessional. Names and driver license numbers are required for both. For teachers you must select the type of instruction they provide and then complete the information immediately below the Driver License number field. For paraprofessionals, "in-car only" is displayed and the information in the paraprofessionals area.

If Teacher/Instructor Type selected is "Teacher," you will not be able to enter information in the Paraprofessionals Only section. If the type is "paraprofessional," you will not be able to enter information in the "Teachers ONLY area."

Scroll to the bottom of the page.
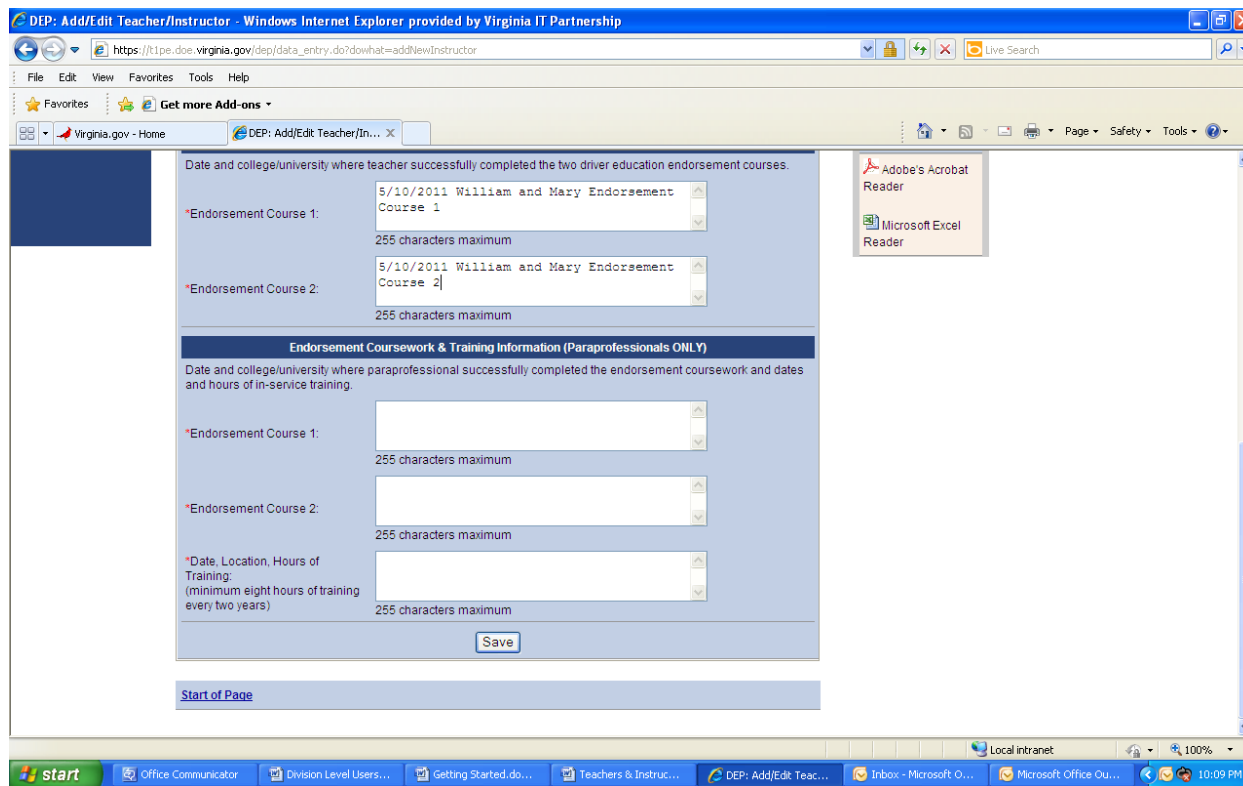
Click the "Save" button. You'll be brought back to the screen where you can enter additional teachers and instructors or submit the form. The top part of the screen shows that data has been saved successfully. Scroll down to the bottom section of the page.

Logout

Driver Education Teachers/Instructors

✔ **Data Saved successfully.**

Below is the list of teachers at this school identified with the Driver Education program. Clicking the Edit link in a teacher's row will open the data entry page for that teacher. If a teacher is not in the list, click the Add Teacher/Instructor button to add them to the list.

The list may be sorted as required by clicking the column title for the data element desired. Clicking to title once will sort the list on that item in ascending order, clicking it again will sort the list in descending order.

Once you have provided all of the required information, and checked to make sure the information is accurate, please click the button below marked "Submit to School Division" to complete your submission.

Please note: Once complete; Data Entry Status will change to Complete, you will NOT be able to change the information. Any additional changes must be made by the school division. All update controls will be removed and all Edit links will be changed to View.

Once submitted, each school must print the Approval Report and send it to the Division Superintendent for signature/approval.

Please read and understand the certification text just above the Submit button.

School: **APPALACHIA HIGH**
↕ indicates column is sortable

Name ↕	Teacher/Instructor Type ↕	Teacher/Instructor License Number ↕	Action

start   Office Communicator   Division Level Users...   Getting Started.do...   Teachers & Instruc...   DEP: Driver Educati...   Inbox - Microsoft O...   Microsoft Office Ou...   10:10 PM
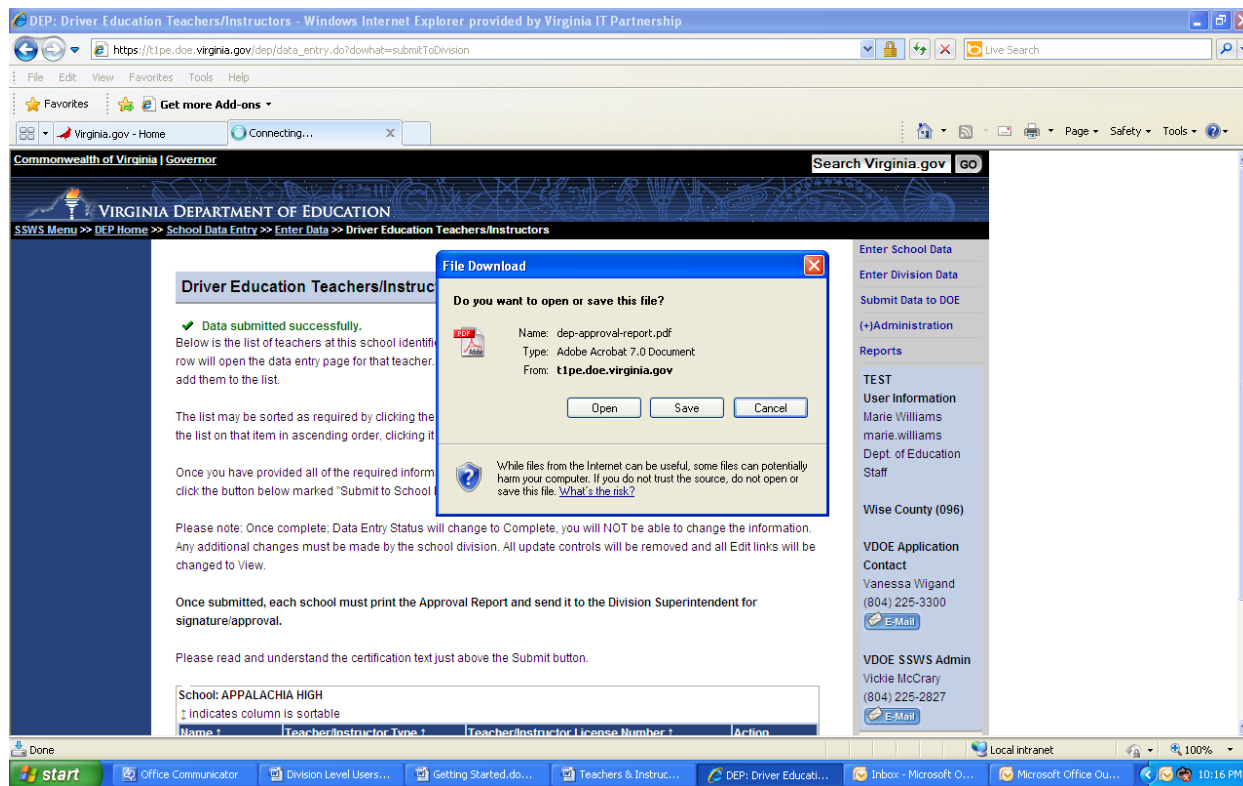
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The information you entered is displayed on the list above the buttons and certification statement.

Continue adding teachers and instructors until all are displayed correctly (see above).

Then click "Submit to School Division."

The screen will show that the data has been submitted successfully, and ask you to open or save the report which must be printed, signed by the principal, signed by the division superintendent, and mailed to DOE by September 30.

If you click open, the report appears with all the information you have entered.

Ensure it is correct. Notify the division level contact if the form must be corrected. Otherwise, print the report and follow the instructions on the form. You can close the report on the screen by clicking on the x in the top right.

If you are working at the division level, the screen will appear as shown on the next page. Otherwise, both buttons will be grayed out.

Log out or click on "Enter School Data" if you need to complete another report.

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If you fail print the report immediately after you submit it, click on the Reports button to see the list of reports available to you. The Driver Education Program Approval report will be on your list.